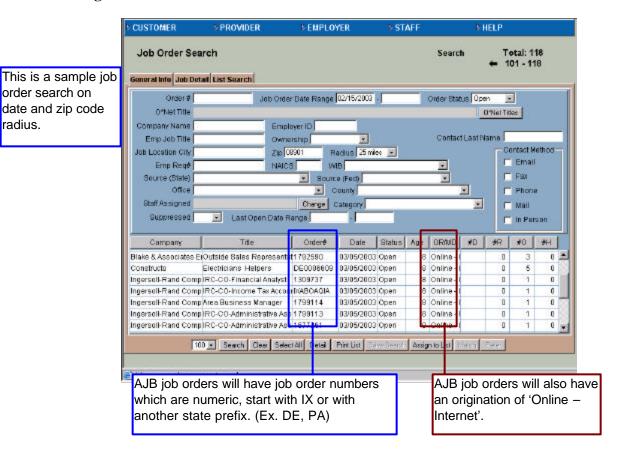
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AMERICA'S JOB BANK

Currently, about 60% of the job orders displayed on America's Job Bank (AJB) National are entered directly by employers or their agents. These job orders will now be brought into OSOS during a nightly batch process, allowing staff to assist job seekers if they locate a suitable referral at AJB National. Staff using OSOS will now be able to do one search for all job orders (OSOS and AJB National) and post a referral to AJB job orders as a service to the customer's record. Additionally, some job seekers are willing to accept work in neighboring states. AJB National job orders from other states will be brought into OSOS based on zip code for job locations within a 50-mile radius of Nevada.

Searching On Job Orders



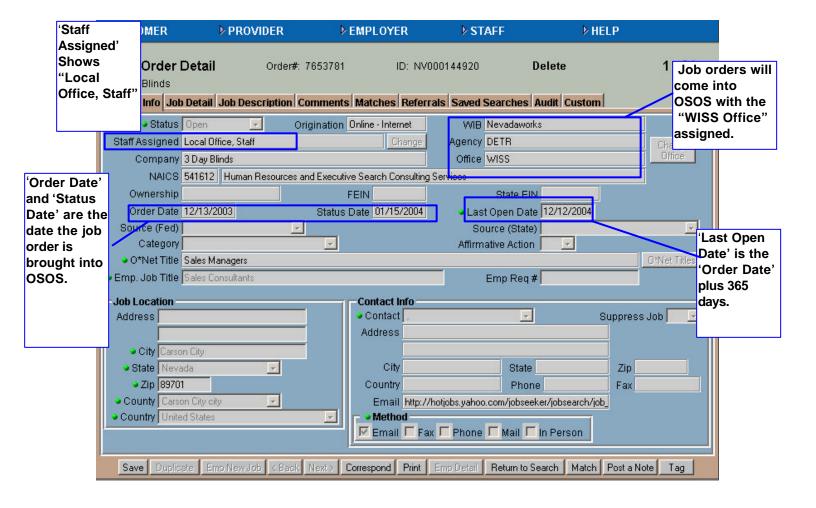
AJB National job orders can be searched on any populated field. Job orders will not be associated with any local office or WIB and therefore will not be returned in any searches done on this field. Examples of searchable fields are zip code, county, date, job order number, company name, O*Net Title, etc. Staff will not be able to search the Employer Module for the companies associated with AJB National

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job orders.	

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Appearance – Sample AJB National Job Order in OSOS



Job orders that are brought into OSOS from AJB National will have read-only fields on the first three tabs. Information brought over, if available, are:

General Info Tab		Experience Required
Company	Job Detail	Required Degree
NAICS	Openings	Job Description
FEIN	Duration	Description
O*Net Title	Hr/Wk	
Job Title	Starting Pay	
Job Location	Shift	
Contact Info	Education	

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AJB National Job Order in OSOS

The 'Order Date' and 'Status Date' will be the date the job order is brought into OSOS.

'Status Date' will update whenever the status changes.

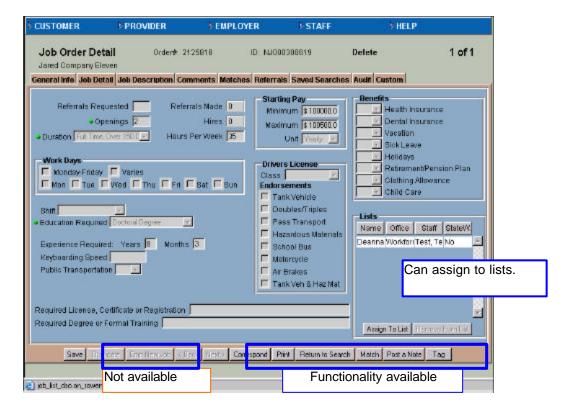
The 'Last Open Date' will be the 'Order Date' plus 365 days.

AJB National job orders will not be attached to any **local office**, they will come in with 'WISS Office' assigned and the 'Staff Assigned' will show "Local Office Staff'.

Job orders based on zip codes for job location <u>will include</u> **employers** who are <u>outside</u> the 50-mile radius but have jobs located within the 50-miles.

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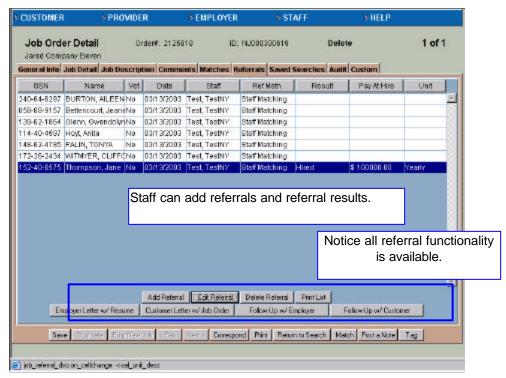
Job Order Functionality



For AJB National job orders, office staff using OSOS can conduct job order matching, will be able to find AJB National job orders in customer matching and can post referrals and referral results to these job orders. Additionally, staff can add comments, add AJB job orders to list searches, send correspondences, and use all the print functions. 'Referrals Made' and 'Hires' will function the same as in OSOS job orders.

Any information on the first three tabs will appear 'grayed-out'. Office staff cannot change this information. The 'Status' cannot be manually changed and staff cannot create new job orders from the AJB National job order.

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Job Order Updates

During a nightly batch process, the AJB National job orders will be updated on OSOS. Any new job orders will be added, any updated information added on AJB National will be updated on OSOS, and any job orders closed in AJB National will be reflected on OSOS. On AJB National, job orders remain open for 45 days with no activity and then are automatically deleted from the production database.

- If a job order is closed/suspended on AJB National and this job order has no referrals posted on OSOS then the job order is removed completely from the OSOS system.
- If the job order is closed/suspended on AJB and this job order has at least one referral posted on OSOS then the job order is changed to 'Closed' status. Once the job order is in 'Closed' status, staff can no longer add referrals, but they can add referral results and edit current referral results.
- When the number of 'Hires' equals the number of 'Openings' the job order is changed to 'Filled' status.
- Once the AJB National job order is in 'Closed' or 'Filled' status they are removed from OSOS in the same manner as OSOS job orders.